

CARBON PAPER — MULTIPLE COPY FORMS

DEVELOPMENT

Previous to 1923, the only way a clerk could prepare five copies of a business record was to go through the manual operations of picking up a form, a sheet of carbon paper, a form, a sheet of carbon paper, etc., until she had assembled five forms and four sheets of carbon. After jogging business forms and carbon paper, she inserted them into the typewriter, and making sure the forms were lined up, would then proceed with the actual typing operation. After the business forms had been completed, the typist would have to separate the forms from the carbon paper.

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Business forms companies productive labor costs at various types of carboniz

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